



# COUNTY OF MONO

## JOB ANNOUNCEMENT

<b>FILING DEADLINE</b>  <b>FFD: In-County September 8, 2015</b>	<b>Public Works Maintenance Worker II</b> or <b>Public Works Maintenance Worker III</b> Public Works Department (Road Division)  <b>Primarily Crowley, CA</b>	<b>SALARY</b> <b>II (\$3,056 - \$3,714/mo.)</b> <b>III (\$3,372 - \$4,099/mo.)</b> <b>40 hrs. per week</b>
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The County of Mono is accepting applications for the position of Public Works Maintenance Worker II or III, depending on qualifications. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled. The ideal candidate will be a motivated individual interested in a challenging career opportunity in the Road Operations Division of the Public Works Department & be skilled in roads construction & heavy equipment operation. The candidate must possess either a Class A or B commercial driver's license

**Examples of Duties:** Performs the full range of duties in the maintenance, construction, and repair of County roads, bridges, and drainage systems; operates road maintenance equipment such as trucks, snowplows, graders, and loaders; performs unskilled duties such as clearing debris, cleaning ditches, paves, patches, and repairs roads; operates hand tools; straightens and replaces snow stakes and road signs; may drive vehicles to transport materials, tools, and equipment; performs routine maintenance on equipment; performs shovel work, opening, widening, and backfilling excavations; assists with the installation and repair of traffic control and warning signs; completes reports and records; acts as a flag person for road repair and maintenance crews; performs shovel work; assists with the installation and repair of traffic control & warning signs; cleans and cares for tools & equipment; inspects roads and other facilities for needed repairs; may provide direction and training.

### **Desirable Qualifications**

#### **Ability and willingness to:**

- Perform a variety of unskilled and semi-skilled work in maintenance, construction, and repair of County roads, bridges, culverts, and public works facilities.
- Operate equipment.
- Maintain basic records.
- Perform heavy physical labor.
- Perform a wide variety of road maintenance repair.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for hand and power tools utilized in the road maintenance and construction.
- Estimate time and materials needed to perform road maintenance, construction, and repair jobs.
- Good oral and written communication skills.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships
- Use computers.
- Maintain confidentiality.
- Follow oral and written directions.
- Maintain and make basic repairs to equipment.

**Training & Experience:** Any combination of training & experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be: Two years increasingly responsible work experience equivalent to a Public Works Maintenance Worker II. Successful completion of College or Trade School Coursework in the Building and/or Road Maintenance Trades is highly desirable.

**Typical Physical Requirements:** Sit for extended periods; frequently stand, walk, stoop, kneel, and crouch; physical ability to lift and carry objects weighing up to 50 pounds unassisted and greater than 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of equipment including hand and power tools, electrical testing equipment, computers and telephones.

#### **Special Requirements:**

Possession of a driver's license valid in California.

Depending on assignment, incumbents may be required to show proof of a Class A or Class B driver's license, with appropriate endorsements, valid in California.

#### **Application Process:**

For a complete job description and application contact the County Administrative Office at (760) 932-5412 or email: [hr@mono.ca.gov](mailto:hr@mono.ca.gov). Apply immediately! **All completed County applications** received in our office will be considered. Faxes or email applications will be accepted (760) 932-5411 provided the application with the **original** signature is postmarked by the filing deadline.

#### **COUNTY OF MONO**

**COUNTY ADMINISTRATIVE OFFICE**  
**P.O. Box 696 ~ Bridgeport, California 93517**  
**(760) 932-5412 ~ (760) 932-5411 (FAX)**  
**<http://www.monocounty.ca.gov/>**